



Minnesota  
Office of the State Auditor

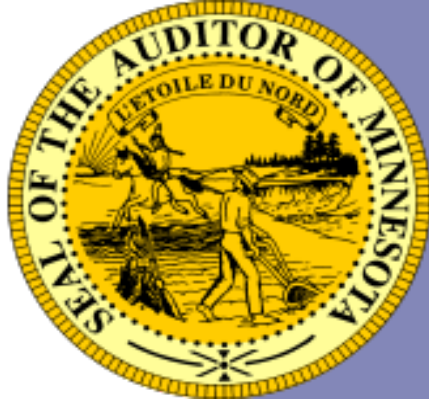
**Welcome to Year-end Financial  
Reporting with the Office of the  
State Auditor**



# Minnesota Office of the State Auditor

## Topics covered

- Due dates and other requirements
- Obtaining the Annual Financial Reporting Form (Non-CTAS users)
- Completing the Annual Financial Reporting Form
- Submitting the Year-End Annual Financial Reporting Form (CTAS and Non-CTAS users)
- Link to Reporting Form Instructions



# Minnesota Office of the State Auditor

## **Due Dates and Other Requirements**

Town Annual Financial Reporting Form for Cash Basis of Accounting - Available in January and due March 31<sup>st</sup> every year.

Town Annual Financial Reporting Form in Accordance with Generally Accepted Accounting Principles (GAAP) - Available in February and due June 30<sup>th</sup> every year.

Town Audited Financial Statements for GAAP Basis of Accounting - Due June 30<sup>th</sup> every year.



# Minnesota Office of the State Auditor

## Reporting Form Due Dates and Other Requirements

### *Town audit requirements:*

Towns over 2,500 in population according to the latest census, with annual revenue of \$1,006,000 or more for the year ended December 31, 2018, must have an annual audit in accordance with GAAP. GAAP Basis Audits due June 30<sup>th</sup>.

Towns with a combined clerk/treasurer must have an annual audit if annual revenue is more than \$225,000 for the year ended December 31, 2018. Cash Basis Audits due March 31<sup>st</sup>.

(The threshold is adjusted annually for inflation using the implicit price deflator for state and local expenditures as published by the U.S. Department of Commerce)



# Minnesota Office of the State Auditor

## Reporting Form Due Dates and Other Requirements

### *Town audit requirements:*

Towns with a combined clerk/treasurer must have an Agreed-Upon Procedures Engagement (AUP) once in every five-year period if annual revenue is equal to or less than \$225,000 for the year ended December 31, 2018. AUP is due March 31<sup>st</sup>.

Minnesota law requires a town with separate offices of clerk and treasurer to have an annual audit if the town has a population of 2,500 or more.



# Minnesota Office of the State Auditor

## Obtaining the Annual Financial Reporting Form

- Make sure you are registered with the Office of the State Auditor as an Officer with your entity. Send email to [GID@osa.state.mn.us](mailto:GID@osa.state.mn.us) to submit and update Officer information
- When first registered, you will receive your user name and password for the State Auditors Form Entry System (SAFES)
- Log into SAFES (link below) and download the Annual Financial Reporting Form for the year-end reporting fiscal year at <https://www.auditor.state.mn.us/safes/>



# Minnesota Office of the State Auditor

## Completing the Annual Financial Reporting Form Revenue Section

### Common receipts for Townships:

#### Taxes:

Property Tax

#### Intergovernmental Revenues:

Highway User- Gas Tax – Road Allotment

Town Aid and Agricultural Market Value Credit

#### Charges for Services:

General Government – Filing Fees, etc.

Park and Rec. – includes hall rental

Cemetery – Plot sales



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## Revenue Section (continued)

### Investment Earnings:

Interest earned on checking, savings, CD's, etc.

### Other Financing Sources:

Sale of Investment – a withdrawal from a savings account or the receipt of money from a CD.  
(Money moved from a savings account to the checking account, is not a transfer.)

Transfers – a transfer is money moved between **Funds**.  
(Example: Moving \$5,000 from the General Fund to the Road and Bridge Fund.)





# Minnesota Office of the State Auditor

## Revenue Section (continued)

### Cash Basis Accounting

Revenue is recognized when it is received not when it is deposited to the bank. Deposits should be made promptly to avoid theft or loss of checks.

It is recommended that entities receive payments from the State electronically (EFT or ACH payments). This eliminates the chance of theft, loss, and assures timely recognition of revenue.

Contact Minnesota Management and Budget for assistance on signing up for electronic deposits: call 651-201-8106 or e-mail [efthelpline.mmb@state.mn.us](mailto:efthelpline.mmb@state.mn.us).



# Minnesota Office of the State Auditor

## Expenditure Section

### Common disbursements for Townships

#### General Government:

Governing Board: Wages and taxes paid to board members (supervisors).

Admin./Finance: Wages and taxes paid to Clerk and Treasurer.

Other General Government: Supplies, postage, utilities, legal elections costs, assessing fees, insurance(MATIT) for Gen. Gov. etc.



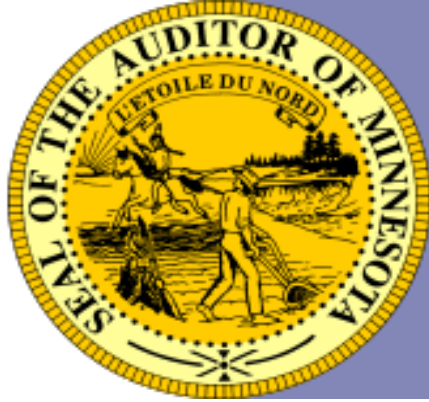
# Minnesota Office of the State Auditor

## **Expenditure Section (continued)**

### **Public Safety:**

Expenditures for: Police/Sheriff, Ambulance (First Responders),  
Fire.

Enter amounts on designated line.



# Minnesota Office of the State Auditor

## **Expenditure Section (continued)**

### **Streets and Highways (Roads):**

Street Maintenance : grading, anti- dust applications, paving,  
culverts, insurance for equipment/buildings  
ditch mowing.

Snow and Ice Removal: salt, sand, plowing, etc.

### **Sanitation:**

Other Sanitation: Weeds, pest control (gophers/beavers), recycling  
etc.



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## **Expenditure Section (continued)**

### **Culture and Recreation:**

Parks: community center, mowing.

### **Miscellaneous:**

Cemetery: Upkeep, mowing.



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## **Expenditure Section (continued)**

### **Debt Service:**

Principal Payment: Bonds

Other Long Term Debt – Capital Lease, Notes  
Loans, etc.

Interest Payments: all interest paid on debt.



# Minnesota Office of the State Auditor

## Expenditure Section (continued)

### Other Financing Uses:

Purchase of Investment – a deposit into an investment (saving/CD) from a checking account .  
(Money moved from a checking account to an investment, is not a transfer.)

Transfers – A transfer is money moved between **Funds**.  
(Example: Moving \$5,000 from the General Fund to the Road and Bridge Fund.)



# Minnesota Office of the State Auditor

## Indebtedness Section

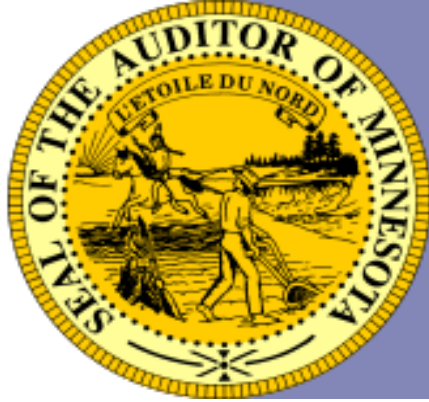
### Type of debt:

Type of Bonds or Other Long Term Debt (loan, lease, certificate of indebtedness, PFA)

### Paid during year:

The amount that is recorded in this section is principal only. (do not include interest)





# Minnesota Office of the State Auditor

## Cash and Investments Section

### Cash Balance:

Cash Balance at the end of the fiscal year should not include investments associated with the Funds. Enter total under appropriate Fund type.

### Other Investments :

Ending balance of investments at end of fiscal year. Enter total under appropriate Fund type.



# Minnesota Office of the State Auditor

## Instructions for completing the Annual Financial Reporting Form

To Access: Go to the State Auditor's website and under the heading Forms select Government Information Reporting Forms from the drop down.

<http://www.osa.state.mn.us/default.aspx?page=20130724.003>

A link is also provided on the Home tab of the Annual Financial Reporting Form to the instructions. (Must be connected to the internet to use the link in the form).



# Minnesota Office of the State Auditor

## **Submitting the Completed Reporting Form Non-CTAS users**

Login to the State Auditors form Entry System (SAFES) at  
<https://www.auditor.state.mn.us/safes/>

Select the Submit Documents tab

Select the Browse or Choose file button and locate the file where saved on your computer. Double click on the file or highlight file name and select open.

Select the Submit button, on the bottom of the web page. You will receive confirmation that the file was received and a confirmation ID#.



# Minnesota Office of the State Auditor

## Submitting Year-end Form CTAS users

Confirm reports and balances for year-end are correct.

In the Admin. Module, select the Year-end Processing tab.

Proceed to run the year-end process.

In the State Auditor Data File section, the previous fiscal year should now be the year of the required report.

To submit the State Auditor Data File or Financial Statements, select the appropriate button, enter your SAFES user name and password, then Submit. You will receive a Confirmation ID# when the file is received.



# Minnesota Office of the State Auditor

## Questions?

**E-mail**            **GID.OSA@osa.state.mn.us**

**Helpline**            **651-297-3682**

**Government Information Division**

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